



**CITY HALL**

400 Ella Street | Beatrice, NE 68310

Phone: 402.228.5200 Fax: 402.228.2312

**SERVICE CENTER**

500 North Commerce Street | Beatrice, NE 68310

Phone: 402.228.5211 Fax: 402.223.5181

**REQUEST FOR PUBLIC RECORDS**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RECORDS REQUESTED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DEPOSIT:** \_\_\_\_\_

**REQUEST: APPROVED / DENIED**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTION FEE:** \_\_\_\_\_ **COPYING FEE:** \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

**RECORDS DELIVERED: PICKED-UP / MAILED / EMAILED / OTHER** \_\_\_\_\_

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**IF REQUEST DENIED; DENIAL LETTER SENT:**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_